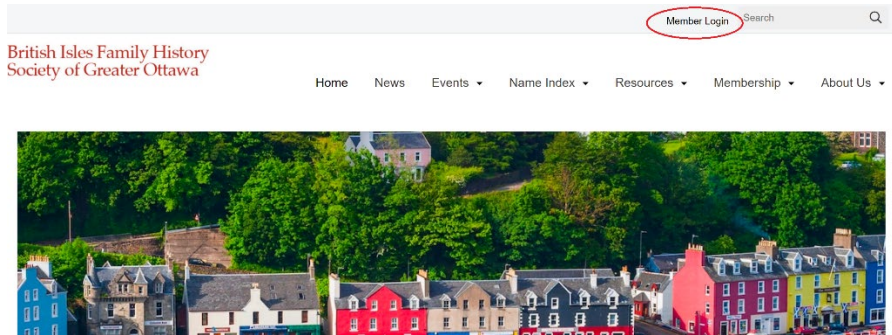


How to manage your BIFHSGO account

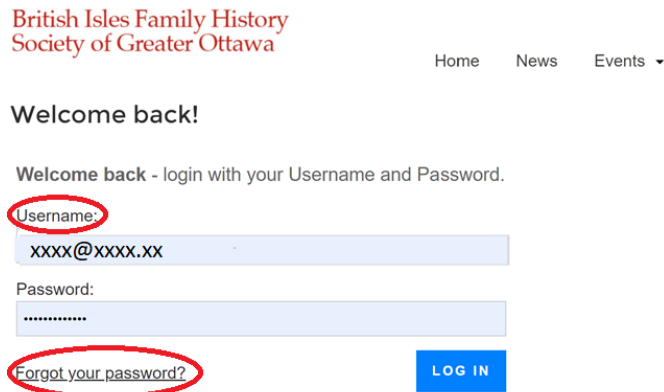
With the new website, you have the possibility of managing your own BIFHSGO account. You can:

- Update your profile (e.g. change your address or phone number)
- See the invoices for your membership renewals (and possibly, in the future, your conference registrations)

First of all, you have to login by clicking on “Member Login”:



Then login – your username is the email address which you used to register with BIFHSGO.



If you’ve forgotten your password, click on “Forgot your password?” and enter your BIFHSGO email address. An invitation to reset your password will be sent to that account, if the email you use matches the one we have for your account.

Account Recovery

Please enter your password recovery email:

[SUBMIT](#) [CANCEL](#)

When you have logged in, you'll have the choice to:

- Edit My Profile
- [See] Archived Orders, Invoices...
- View Administrator Notes (We are not currently using the Administrator Notes option)

Edit My Profile

Archived Orders, Invoices...

View Administrator Notes

Welcome Back, Sheila



Edit My Profile

Edit your profile information...



Archived Orders, Invoices...

View past & completed transactions...



View Administrator Notes

Notes and messages from the site administrator...

Edit your profile

To edit your profile, click on the "Edit My Profile" option. Instructions for editing your profile are on the News page (<https://www.bifhsgo.ca/news>).

Archived Orders, Invoices...

Click on "Archived Orders, Invoices" and you'll see the invoices for your purchases from BIFHSGO. Orders are archived once the treasurer has processed the invoice.

Archived Invoices, Online Orders, Quotes

[Back to My Profile](#). Items below are completed transactions. If you don't see your transaction it could still be [active](#).

#	Archived Invoices	Type	Status	Date Due	Date Paid	Amount	
10066	2022 Renew Individual membership with paper copy of ACR	Online Order		2021-09-21	2021-09-21	\$54.00	[View]

You may see more than one invoice for a given year. If you do, please click on [View] to see the invoice and check the order information in the top-right hand corner. It will confirm if the order was paid. There have been some invoices cancelled because of overlapping orders.

If you don't see the invoices you expect, they may not yet have been archived, in which case you should look in the active invoices. Click on the link "active."

Archived Invoices, Online Orders, Quotes

[Back to My Profile](#). Items below are completed transactions. If you don't see your transaction it could still be **active**.

Order Date	2021-09-21	Online Order	10066
		Order Status	Paid on 2021-09-21 (PayPal) > Completed on 2022-01-05 > Ordered on 2021-09-21

Billing Information

Shipping Information

If you have any concerns about the invoices on your account, please contact the [Membership Director](#) or the [webmanager](#).